

Municipality/Organization: TOWN OF WEBSTER

EPA NPDES Permit Number: MAR041170

MassDEP Transmittal Number: W-21004707

Annual Report Number
& Reporting Period: April 1, 2006 – March 31, 2007

NPDES PII Small MS4 General Permit

Annual Report

(Due: May 1, 2007)

Part I. General Information

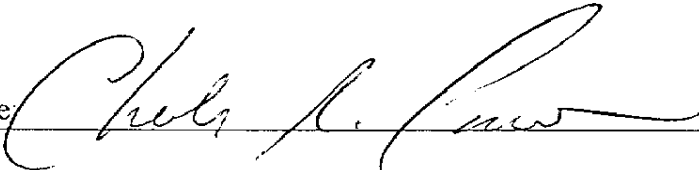
Contact Person: DENNIS WESTGATETitle: DIRECTOR OF PUBLIC WORKS

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Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: 

Printed Name: CHARLES CORMIER

Title: CHAIRMAN, BOARD OF SELECTMEN

Date: April 30, 2007

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|--------|-------|----------|----|---------|----|---------|----|---------|
| Part I | 1. Pu | BMP ID # | 1A | Revised | 1B | Revised | 1C | Revised |
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2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|---------------|-------------------------------|-------------------------------|---|---|---|
| 2A Revised | Storm Drain Stenciling | Dennis Westgate | # of drains stenciled | All previous stenciling was repainted due to fading. | Continue to locate and stencil storm drains until all drains are identified. Then, repaint as needed. |
| 2B Revised | Stream Cleanup and Monitoring | Dennis Westgate | # of participants & location of streams | Throughout the spring, summer, and fall, cleanup was done along the side of the French River in Webster. All materials collected were brought to the DPW garage where they were separated and either recycled or disposed of accordingly. Stream sampling was performed in various locations along the French River. A full report was filed at the DPW for future comparison. (The French River Connection performed all cleanups.) | Continue to assist the French River Connection in cleaning the French River. Continue to monitor samples of the French River and compare to previous years. |
| 2C Revised | Roadside Cleanup Day | Dennis Westgate | # of participants & miles of roadside cleaned | Webster observed "Earth Day" on April 29, 2006. 228 people participated, 75 businesses contributed and over 7 tons of trash was collected. The cleanup was town-wide covering approximately 120 miles of road. | Webster is planning "Earth Day" for May 5, 2007 |
| 2D Revised | Attitude Survey | Dennis Westgate | # of completed surveys | Not enough planning or funding was available to include a survey. | Meet with Town Administrator and Town Accountant to identify a funding source. |
| Revised | | | | | |

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| Revised | | | | | | |
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2a. Additions

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3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|---------------|--|-------------------------------|--|---|--|
| 3A Revised | Mapping Storm Water Outfalls | Dennis Westgate | # of outfalls connecting to streams | Constructed a new detention basin for Union Point, which was identified as the most significant source of stormwater entering the Lake. Total construction cost approximately \$148,000. Engineering has begun on the next site (drainage near Point Breeze) of the eight sites that were selected as the most significant sources of stormwater entering the Lake. | Reconstruct drainage near Point Breeze |
| 3B Revised | DPW Employee Education | Dennis Westgate | # of employees educated about storm water | The DPW Director conducted several training seminars to Highway personnel. Information regarding BMP's is consistently given to Highway personnel. Tailgate meetings that include up-to-date methods for rebuilding drop-inlets and maintaining catch basins are conducted by the Highway Foreman. | Continue educating DPW employees. |
| 3C Revised | Capital Planning/Budget | Dennis Westgate | Amount of money needed for future projects | Received a third \$168,000 from the State for sediment control. This money will be used to design, permit, and construct the next prioritized drainage issue identified above. | Continue to work with the State Representative and Senator to secure additional funding for sediment control. Find a funding source to circulate Snow & Ice pamphlet. |
| 3D Revised | Assess current By-Laws/Amend to meet phase II req. | Dennis Westgate | By-Law language to prohibit illicit discharges | This task is yet to be completed. | Request the Town Administrator and Board of Selectmen implement a Stormwater Committee comprised of the DPW Director, and a member from the Planning Board, Conservation Commission, Zoning Board, and the Webster Lake Association. Draft By-Laws to prohibit illicit discharges. |

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| | Revised | | | | | | |
| | Revised | | | | | | |

3a. Additions

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4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------|---|-------------------------------|--|--|---|
| 4A | Site Plan Review | Dennis Westgate | # of sites reviewed prior to construction | Prior to approval and construction of any site, the Planning Board, Conservation Commission, Zoning Board, DPW Director, Water Superintendent, Sewer Superintendent, and the Town's Consulting Engineering firms, review all proposals. Inspection sheets are used to track the progress and compliance of all subdivisions. Last year, the Town received approximately 24 plans for Site Plan Review. | Continue reviewing sites prior to construction. |
| Revised | | | | | |
| 4B | Building Permit Requirement | Dennis Westgate | # of building permits issued | 449 building permits were issued between March 06 – March 07 | Continue documenting building permits |
| Revised | | | | | |
| 4C | Inspection | Dennis Westgate | # of sites inspected | During the construction of subdivisions, site visits are performed at least weekly and more often during crucial points of construction. Sign off sheets are used to identify compliance with approved specifications during every step of the construction process. | Continue Inspecting and document number of sites visited during the year. |
| Revised | | | | | |
| 4D | Assess Planning Board regs./Amend to meet phase II req. | Dennis Westgate | Regulations to control runoff from construction projects | Stormwater Committee still needs to be implemented. In November of 2006, the Town hired a permanent Town Administrator. Therefore, it is not unreasonable to assume these needs will be met during the next permit year. | Create Stormwater Committee and address Planning Board regulations that will meet Phase II of the NPDES |
| Revised | | | | | |
| Revised | | | | | |

5. Post-Construction Stormwater Management in New Development and Redevelopment

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------|---|-------------------------------|--|---|---|
| 5A | Eliminating Curbs and Gutters | Dennis Westgate | # of curb cuts made in existing developments | The Town issued 45 curb cuts between March 06 and March 07 | Continue to monitor curb cuts |
| Revised | | | | | |
| 5B | Urban Forestry | Dennis Westgate | # of trees planted as a result of urban forestry initiatives | School Street Project is nearly complete. Some residents along this TIP funded project have indicated an interest in shade trees. | After completion of School Street Project, apply for funding through Urban Forestry Grants to replace some shade trees that were removed. |
| Revised | | | | | |
| 5C | Zoning | Dennis Westgate | The amount of open space protected by zoning codes | The Town was successful in securing an area along the French River, for open space. The Selectmen formed an open space committee. | Identify, through the Zoning and Planning Boards, all open space within the Town. Identify and update Zoning Board regulations. |
| Revised | | | | | |
| 5D | Assess Town regs./Amend to meet phase II req. | Dennis Westgate | Regulations to control post construction runoff | Efforts to control post construction runoff have been made by various Town Boards as well as the DPW Director. However, no written regulation currently exists. | Form the above mentioned Stormwater Committee and address regulation to meet Phase II of the NPDES. |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

5a. Additions

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6. Pollution Prevention and Good Housekeeping in Municipal Operations

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|---------------|--|-------------------------------|--|---|---|
| 6A Revised | Parking Lot and Street Cleaning | Dennis Westgate | # of scheduled road cleanings | Completed annual town-wide street sweeping program. All streets within the Town received annual cleaning. Thereafter, the street sweeper went twice a week to a needs-based location. Catch basin cleaning program assisted complimented the street sweeping program. | Continue programs. |
| 6B Revised | Road Salt Application and Storage <i>Road Salt/Sand/Mix Application and Storage</i> | Dennis Westgate | Quantity of salt applied to roadways & # of storage facilities Cubic Yards of Salt/Sand/Mix applied to roadways & location of storage | Applied: Total Material 2898 CY 1356 CY Salt 1542 CY Sand Salt & Mix stored in approved building Sand stockpiled outdoors | Continue collecting quantity of materials applied to roadways. New building for storing sand is identified on the Town's 5-year capital improvement plan. Apply for a BUD to dispose of street sweepings. |
| 6C Revised | Drain System Cleaning Program | Dennis Westgate | # of storm drains cleaned regularly | Implemented the catch basin cleaning program with the street sweeping program. The majority of catch basin are cleaned and documented within a calendar year. | Continue program and improve efficiency, yearly. Investigate purchasing options for a vacuum truck capable of sucking out catch basins and jetting drainage lines. |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

6a. Additions

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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------|-----------------|-------------------------------|--------------------|---|------------------------------------|
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

7a. Additions

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7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2006 through March 31, 2007)

Programmatic

| | (Preferred Units) | Response |
|---|-------------------|--------------|
| Stormwater management position created/staffed | (y/n) | n |
| Annual program budget/expenditures ** | (\$) | \$168,000.00 |
| Total program expenditures since beginning of permit coverage | (\$) | \$133,500.00 |
| Funding mechanism(s) (General Fund, Enterprise, Utility, etc) | | State |
| | | |

Education, Involvement, and Training

| | | |
|--|---------------|---------|
| Estimated number of property owners reached by education program(s) | (# or %) | 8,643 |
| Stormwater management committee established | (y/n) | n |
| Stream teams established or supported | (# or y/n) | y |
| Shoreline clean-up participation or quantity of shoreline miles cleaned ** | (y/n or mi.) | y |
| Shoreline cleaned since beginning of permit coverage | (mi.) | 3 |
| Household Hazardous Waste Collection Days | | |
| ▪ days sponsored ** | (#) | 1 |
| ▪ community participation ** | (# or %) | 79 cars |
| ▪ material collected ** | (tons or gal) | 1/2 Ton |
| School curricula implemented | (y/n) | n |
| | | |

Legal/Regulatory

| | In Place Prior to Phase II | Reviewing Existing Authorities | Drafted | Draft in Review | Adopted |
|--|----------------------------------|--------------------------------------|---------|-----------------------|---------|
| Regulatory Mechanism Status (indicate with "X") | | | | | |
| ▪ Illicit Discharge Detection & Elimination | | X | | | |
| ▪ Erosion & Sediment Control | | X | | | |
| ▪ Post-Development Stormwater Management | | X | | | |
| Accompanying Regulation Status (indicate with "X") | | | | | |
| ▪ Illicit Discharge Detection & Elimination | | X | | | |
| ▪ Erosion & Sediment Control | | X | | | |
| ▪ Post-Development Stormwater Management | | X | | | |

Mapping and Illicit Discharges

| | (Preferred Units) | Response |
|--|------------------------|----------|
| Outfall mapping complete | (%) | 90% |
| Estimated or actual number of outfalls | (#) | 185 |
| System-Wide mapping complete (complete storm sewer infrastructure) | (%) | 40% |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | 40% |
| ▪ CADD | (%) | 10% |
| ▪ GIS | (%) | 0% |
| Outfalls inspected/screened ** | (# or %) | 40% |
| Outfalls inspected/screened (Since beginning of permit coverage) | (# or %) | 40% |
| Illicit discharges identified ** | (#) | 48 |
| Illicit discharges identified (Since beginning of permit coverage) | (#) | 48 |
| Illicit connections removed ** | (#); and (est. gpd) | #1 |
| Illicit connections removed (Since beginning of permit coverage) | (#); and (est. gpd) | #1 |
| % of population on sewer | (%) | 90% |
| % of population on septic systems | (%) | 10% |

Construction

| | (Preferred Units) | Response |
|--|-------------------|----------|
| Number of construction starts (>1-acre) ** | (#) | # 24 |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control ** | (%) | 100% |
| Site inspections completed ** | (# or %) | 100% |
| Tickets/Stop work orders issued ** | (# or %) | 40 |
| Fines collected ** | (# and \$) | \$0 |
| Complaints/concerns received from public ** | (#) | 0 |
| | | |
| | | |

Post-Development Stormwater Management

| | | |
|--|----------|------|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%) | 100% |
| Site inspections (for proper BMP installation & operation) completed ** | (# or %) | 100% |
| BMP maintenance required through covenants, escrow, deed restrictions, etc. | (y/n) | y |
| Low-impact development (LID) practices permitted and encouraged | (y/n) | y |
| | | |
| | | |

Operations and Maintenance

| | | |
|--|----------------|---------|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) ** | (times/yr) | 2 |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) ** | (times/yr) | 2 |
| Qty of structures cleaned ** | (#) | # 600 |
| Qty. of storm drain cleaned ** | (%, LF or mi.) | 500 LF |
| Qty. of screenings/debris removed from storm sewer infrastructure ** | (lbs. or tons) | 25 Tons |
| Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) ** | (location) | DPU |

| | | |
|---|-------------------------|------|
| Basin Cleaning Costs | | |
| • Annual budget/expenditure (labor & equipment)** | (\$) | — |
| • Hourly or per basin contract rate ** | (\$/hr or \$ per basin) | — |
| • Disposal cost** | (\$) | — |
| Cleaning Equipment | | |
| • Clam shell truck(s) owned/leased | (#) | # 1 |
| • Vacuum truck(s) owned/leased | (#) | # 0 |
| • Vacuum trucks specified in contracts | (y/n) | n |
| • % Structures cleaned with clam shells ** | (%) | 100% |
| • % Structures cleaned with vector ** | (%) | 0% |

| | (Preferred Units) | Response |
|---|--------------------|----------|
| Average frequency of street sweeping (non-commercial/non-arterial streets) ** | (times/yr) | 2 |
| Average frequency of street sweeping (commercial/arterial or other critical streets) ** | (times/yr) | 2 |
| Qty. of sand/debris collected by sweeping ** | (lbs. or tons) | 100 Tons |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) ** | (location) | DPW |
| Annual Sweeping Costs | | |
| • Annual budget/expenditure (labor & equipment)** | (\$) | — |
| • Hourly or lane mile contract rate ** | (\$/hr. or ln mi.) | — |
| • Disposal cost** | (\$) | — |
| Sweeping Equipment | | |
| • Rotary brush street sweepers owned/leased | (#) | # 1 |
| • Vacuum street sweepers owned/leased | (#) | # 0 |
| • Vacuum street sweepers specified in contracts | (y/n) | n |
| • % Roads swept with rotary brush sweepers ** | % | 100% |
| • % Roads swept with vacuum sweepers ** | % | 0% |

Reduction (since beginning of permit coverage) in application on public land of:
 ("N/A" = never used; "100%" = elimination)

| | | |
|--|-------------|-----|
| ▪ Fertilizers | (lbs. or %) | N/A |
| ▪ Herbicides | (lbs. or %) | N/A |
| ▪ Pesticides | (lbs. or %) | N/A |
| Integrated Pest Management (IPM) Practices Implemented | (y/n) | N |
| | | |

| | (Preferred Units) | Response |
|--|---|---------------------------------------|
| Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas) | % NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand | 44% 37% - - - - 53% |
| Pre-wetting techniques utilized ** | (y/n or %) | Y |
| Manual control spreaders used ** | (y/n or %) | Y |
| Zero-velocity spreaders used ** | (y/n or %) | Y |
| Estimated net reduction or increase in typical year salt/chemical application rate | (±lbs/ln mi. or %) | - 10 lbs |
| Estimated net reduction or increase in typical year sand application rate ** | (±lbs/ln mi. or %) | + 72 lbs |
| % of salt/chemical pile(s) covered in storage shed(s) | (%) | 100% |
| Storage shed(s) in design or under construction | (y/n or #) | Y |
| 100% of salt/chemical pile(s) covered in storage shed(s) by May 2008 | (y/n) | Y |
| | | |
| | | |

Water Supply Protection

| | | |
|---|----------|---|
| Storm water outfalls to public water supplies eliminated or relocated | # or y/n | ✓ |
| Installed or planned treatment BMPs for public drinking water supplies and their protection areas | # or y/n | ✓ |
| • Treatment units induce infiltration within 500-feet of a wellhead protection area | # or y/n | ✓ |